

EPS 2005 Contract Show Q & A

If you do not find your answers to the following questions contact Mark Johnson, Show Coordinator at 602-542-9158 or email him at Mark.Johnson@azdoa.gov

Q. Which suppliers are eligible to purchase a booth?

A. Suppliers that are current Enterprise Procurement Services (EPS) approved state-wide contract holders, or properly recognized subcontractors to EPS approved state-wide contracts are eligible to purchase booths. This also includes contractors/subcontractors of those cooperative contracts that EPS chooses to participate in. A state-wide contract by EPS definition is a contract that contains language which allows all state agencies to utilize that contract.

Q. Who may attend the contract show?

A. The show is open to the public. Procurement stakeholders are encouraged to participate. This includes but is not limited to all state procurement officers, end-users/customers, program managers, accounting and management personnel and interested staff members. Key procurement decision makers are highly recommended to attend. Additionally, interested cities, towns, counties, school districts and water/fire districts from around the state are welcome. Last year over 1,200 people participated representing 74 various organizations.

Q. How many booths can I purchase?

A. A total of four (4) booths. The cost of each booth is \$325.00.

Q. What do I get for my money?

A. The \$325.00 cost includes a 10' X 10', draped and carpeted booth, one, six foot skirted table, 2 folding chairs, a waste paper basket and a 7" X 44" identification sign. Electricity is available at an additional charge. The Civic Plaza also provides a number of other fee based services.

Q. What about the parking situation for the exhibitors?

A. Two complimentary parking tickets are provided for each booth.

Q. Are there any special environmental hazard issues to be considered?

A. Yes. Exhibitors of chemicals/pesticides may display only empty containers of the products. Gasoline powered machinery must have their gas tanks empty and the coverings to the tanks taped shut. The sparks plugs on this machinery must also be disconnected. The equipment must be inspected and approved by Civic Plaza prior to show opening. Vehicle suppliers please call Mark Johnson for additional information.

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Q. What is EPS's position on suppliers being allowed to distribute advertising materials such as candy, pens/pencils, mugs, canvas bags, key chains, etc?

A. State employees are permitted to accept promotional items of a nominal value from exhibitors; however, this practice is not encouraged or promoted.

Q. Can my company store display materials at the Civic Plaza?

A. The Phoenix Civic Plaza doesn't currently have the available storage facilities to accommodate suppliers. A security team will be on the premise the night of November 1st for security purposes. The Phoenix Civic Plaza is not responsible for supplier's equipment once the show has concluded.

Q. When may I enter Hall "D" to setup my display materials?

A. Suppliers may setup their display materials between 2:00 p.m. and 6:00 p.m., November 1st. Display material break-down time is from 4:00 p.m. to 6:00 p.m., November 2nd. All materials must be removed by 6:00 p.m. Suppliers may unload/load equipment using the service dock located behind Hall "D" on 5th Street. Only minor final arrangements will be allowed on the morning of November 2nd from 7:00 a.m. to 8:00 a.m. The show will open promptly at 8:00 a.m. and will remain open during lunch.

Q. What dining facilities are available in the Civic Plaza?

A. A complimentary continental breakfast is being offered for the suppliers from 7:30 a.m. to 9:00 a.m. Lunch is the responsibility of the supplier.

Q. As a state-wide contractor may I share a booth with another state-wide contractor to pool resources?

A. Yes.

Q. Who will decide booth assignments?

A. The 2005 Contract Show Coordinator is responsible to such assignments. Assignments are predicated on the order of supplier registration.